

Training Diary 2019



Welcome! Course details can be found on the following pages. New training dates will be added throughout the year and we also offer bespoke options - please enquire for more information.

Follow us for the latest updates:  HaxbyGroupTraining  @HaxbyTraining  haxbygrouptraining

Thurs	05/09/2019	10.00-16.00	Basic Wound Care	Grimsby – Freshney Green*
Fri	06/09/2019	09.00-16.00	Initial HCA Immunisation	Hull – Kingswood*
Wed	11/09/2019	09.00-11.00 11.15-12.45 13.15-14.15	Basic Life Support Conflict Resolution Chaperone	York – Haxby*
Wed	11/09/2019	13.00-15.30	Annual Flu Update	Hull – Kingswood*
Thurs	12/09/2019	13.00-15.30	Annual Flu Update	Hull – Kingswood*
Fri	13/09/2019	09.00-16.00	Initial Nurse Immunisation	Hull – Kingswood*
Thurs	19/09/2019	10.00-16.00	Motivational Interviewing	York – Gale Farm*
Fri	20/09/2019	10.00-16.00	Motivational Interviewing	Hull – Kingswood*
Tue	24/09/2019	10.00-16.00	Motivational Interviewing	Grimsby- Freshney Green*
Mon	14/10/2019	10.00-16.00	Venepuncture	York – Site TBC
Fri	18/10/2019	10.00-16.00	Venepuncture	Hull – Kingswood*
Tue	29/10/2019	10.00-14.30	ECG	Hull – Kingswood*
Thurs	31/10/2019	10.00-14.30	ECG	York – Site TBC
Thurs	14/11/2019	13.30-15.30 15.45-16.45	Basic Life Support Chaperone	Hull – Kingswood*
Thurs	21/11/2019	10.00-16.00	Medical Terminology	York – Gale Farm *
Thurs	12/12/2019	10.00-16.00	Medical Terminology	Hull – Kingswood*
December TBC		09.00-13.00	Nurse Immunisation Update	Hull – Kingswood*
December TBC		09.00-13.00	HCA Immunisation Update	Hull – Kingswood*
Waiting Lists - If the course you are looking for doesn't have a date booked please enquire and we can arrange further dates to suit demand				* See full address details below

Location Addresses

Hull - Kingswood Health Centre, 10 School Lane, Kingswood, Hull, HU7 3JQ

York - Haxby & Wigginton Health Centre, The Village, Wigginton, York, YO32 2LL

York - Gale Farm Surgery, 109-119 Front Street, Acomb, York YO24 3BU

Grimsby - Freshney Green, Primary Care Centre, Sorrel Road, Grimsby, DN34 4GB

Availability

To book any of our courses please contact:

training@haxbygroup.co.uk / Tel: **01482 303986**

Places will be available on a first-come first-served basis. Pre-payment in full is required for all courses.



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GENERAL PRACTICE ESSENTIALS



- *Tailored to the General Practice environment*
- *Open to both clinicians and administrative staff*

Basic Life Support

- Two hour session - includes adult and paediatric BLS, anaphylaxis, AED, theory and practical

Chaperone

- One hour session - Learn and practice the skills required to act confidently and competently as a chaperone

Conflict Resolution

- One and a half hour session - Understand and recognise different types of conflict and the best methods of avoiding or resolving them

Medical Terminology

- Full day introduction to Medical Terminology - Ideal for Healthcare Assistants, Secretarial, Administrative and Reception staff
- Includes medical sciences and systems of the body, prefixes and suffixes, common conditions and medications, terms and abbreviations

Customer Service

- Half day session - ideal for Reception and Administrative staff
- Fun and interactive session with team building, communication skills, understanding patient needs and expectations, exploring excellent customer service, team values, listening skills and complaints prevention
- Bespoke packages available, get in touch for more details

Availability

To book any of our courses
please contact:

training@haxbygroup.co.uk

Tel: 01482 303986

*Bookings are first-come, first-served
Pre-payment in full is required*

Prices

Basic Life Support - **£30** per head
Chaperone - **£20** per head
Conflict Resolution - **£20** per head
Double session - **£45** per head
(BLS + Chaperone or Conflict Res.)

Medical Terminology - **£95** per head
Customer Service - **£45** per head

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HEALTHCARE ASSISTANT & NEW PRACTICE NURSE ESSENTIALS



- *One day courses ideal for new HCAs and newly qualified practice nurses*
- *Competency based awards*
- *Tailored to the General Practice environment*

Venepuncture

- Learn the theory and anatomy of blood taking
- Learn and practice phlebotomy techniques

ECG

- Learn the anatomy of the heart and ECG theory
- Learn and practice ECG recording techniques

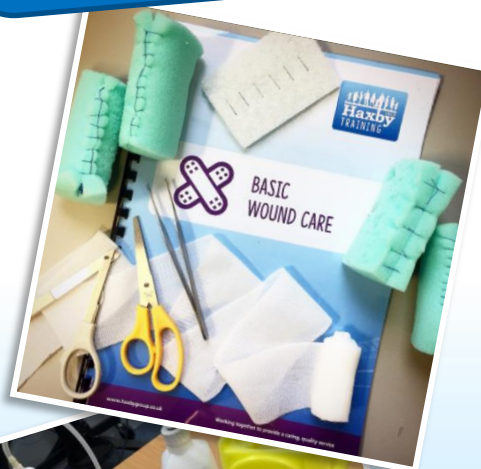
Basic Wound Care

- Learn the theory and science of wound care
- Practice wound care techniques including dressings, suture removal and clip removal

Motivational Interviewing

- Learn the skills for providing motivational interviewing and healthy lifestyle counselling which are key to new/well patient checks and reviews
- Learn theory and techniques and practice with role-play

Training in clinical skills covers theory and simulated practice. Following training supervised practice must be completed in the clinical setting, the student will be issued with competencies to complete before receiving a certificate. A competent registered nurse must be responsible for confirming that the student has gained sufficient practical competency before independent practice.



Availability

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Tel: 01482 303986

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Prices

Venepuncture - £140 per head

ECG - £95 per head

Basic Wound Care - £140 per head

Motivational Interviewing- £95 per head

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IMMUNISATIONS AND VACCINATIONS



Initial Immunisation Training for Nurses

- Full day - Suitable for Nurses new to immunisation
- Competencies will be issued to complete in practice following the training
- Includes: Theory and practical training, immunisation history, immunology and theory, types of vaccines and compositions, vaccine preventable diseases and epidemiology, current issues and controversies, communicating with patients and parents, legal aspects, storage and handling, correct administration, dosage and reconstitution, contraindications and precautions, pregnancy, documentation, strategies for improving immunisation rates, adverse reactions, anaphylaxis and adverse events
- Covering: Diphtheria, Tetanus, Pertussis, Haemophilus influenza type B (HIB), Poliomyelitis, Meningococcal, Measles, Mumps, Rubella, Rotavirus infection, Influenza, Pneumococcal, Shingles

Initial Immunisation Training for HCAs

- Full day - Suitable for HCAs new to immunisation – ***Please note: Public Health England recommended only HCAs who have achieved education and training to Level 3 or equivalent with at least 2 years' experience as a HCA should be considered for immunisation training***
- Competencies will be issued to complete in practice following the training
- Includes: Theory and practical training, immunisation history, immunology and theory, types of vaccines and compositions, storage and handling, dosage and reconstitution, vaccine preventable diseases and epidemiology, correct administration, precautions and contraindications, legal aspects, documentation, adverse reactions, anaphylaxis and adverse events
- Covering: Influenza, Pneumococcal, Shingles, B12

Immunisation Update for Nurses

- Half day - Suitable for nurses experienced in immunisation and requiring an update
- Includes: Immunology, types of vaccines and composition, storage and handling, precautions, pregnancy, contraindications, legal aspects, documentation, adverse reactions, anaphylaxis and adverse events

Immunisation Update for HCAs

- Half day - Suitable for HCAs experienced in immunisation and requiring an update
- Includes: Immunology, types of vaccines and composition, dosage and reconstitution, storage and handling, correct administration, precautions, contraindications, legal aspects, documentation, adverse reactions, anaphylaxis and adverse events

Travel Health

- Full day - Suitable for nurses who have already attended the initial immunisation training
- Covers travel related diseases, epidemiology and recommended vaccination details

Annual Flu Update

- 2.5 hours - Suitable for Nurses and HCAs needing an annual update for flu season
- Covering adult and child flu vaccination, including: vaccination content, guidelines, eligibility, contraindications and anaphylaxis



Prices

Initial Imms. for Nurses - **£140** per head
Initial Imms. for HCAs - **£140** per head
Imms. Update for Nurses - **£65** per head
Imms. Update for HCAs - **£65** per head
Travel Health - **£120** per head
Annual Flu Update - **£50** per head

Availability

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LEADERSHIP AND MANAGEMENT DEVELOPMENT PROGRAMME



*Designed to equip managers and junior managers who work in a healthcare environment with the skills and supporting theory that will help them perform well in their role.
Recognised by the Institute of Leadership and Management (ILM).*

Audience

- Staff who are in a role that carries responsibility for other staff or important resources.
- Newly appointed junior or supervisory managers or team leaders.
- Existing managers, supervisors or team leaders who require training or refresher training.
- Staff who have the potential to develop and move into managerial or leadership roles in the future.

Duration & Format

Four full-day training and teaching events over the course of 12 months.

Candidates can enrol on either the Endorsed (assessed) or Development (non-assessed) versions of the course. Study days will be the same for both, the endorsed version includes an assignment at the end. Candidates will receive the relevant certificate from ILM upon successful completion.

Main Topics

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| <ul style="list-style-type: none"> • Leadership: <ul style="list-style-type: none"> ▪ Introduction to theory and practice ▪ Team management ▪ Delegation ▪ Communication • Management and Personal Skills: <ul style="list-style-type: none"> ▪ Personal Organisation <ul style="list-style-type: none"> ◦ Task/project management ◦ Time management ◦ Stress management ◦ Career management ▪ Decision Making <ul style="list-style-type: none"> ◦ Introduction to strategy ▪ Problem solving • Health and Social Care: <ul style="list-style-type: none"> ▪ Organisations and roles ▪ Legislation ▪ Contracts ▪ Finance • Financial Management: <ul style="list-style-type: none"> ▪ Accounts ▪ Budgets ▪ Cash | <ul style="list-style-type: none"> ▪ Fraud prevention ▪ Insurance matters <ul style="list-style-type: none"> ◦ Clinical ◦ Non-clinical • Human Resources: <ul style="list-style-type: none"> ▪ Legislation ▪ Appraisals and performance management <ul style="list-style-type: none"> ◦ Dealing with challenging individuals ▪ Contracts ▪ Interviews ▪ Policies • Facilities and Asset Management: <ul style="list-style-type: none"> ▪ Maintenance systems ▪ Legislation • Legislation and Regulation: <ul style="list-style-type: none"> ▪ Health and Safety at Work <ul style="list-style-type: none"> ◦ COSHH ▪ CQC ▪ Data protection and confidentiality <ul style="list-style-type: none"> ◦ Clinical records ◦ HR records ◦ Financial records | <ul style="list-style-type: none"> ▪ HMRC/VAT ▪ Children and the vulnerable • Business Organisation and Law: <ul style="list-style-type: none"> ▪ Theory ▪ Legal forms and types ▪ Contracts, legal deeds and agreements ▪ Culture and Structure ▪ Communication and Marketing <ul style="list-style-type: none"> ◦ PR and Media ◦ Significant events and complaints ▪ Security and business continuity • Technology and IT systems: <ul style="list-style-type: none"> ▪ Clinical Systems and software ▪ Business Systems and software ▪ Telephony and patient on-line communications ▪ Ownership and relevant legislation ▪ Technology and Innovation • Innovation and Change: <ul style="list-style-type: none"> ▪ Change management ▪ Project management ▪ Creativity tools |
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Prices

Endorsed (Assessed) Programme - **£895** per head
Development (Non-Assessed) Programme - **£845** per head

Includes:

- Four study days with buffet lunch and refreshments provided
- ILM certificate upon completion

Availability

For enquiries and bookings please contact:
training@haxbygroup.co.uk
Tel: 01482 303986

*Bookings are first-come, first-served
Pre-payment in full is required*

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FURTHER INFORMATION



Bespoke Training Sessions

For large groups of staff we may be able to arrange a bespoke training session at your surgery, please contact us to discuss your requirements. Prices may vary to those published dependent on numbers and mileage.

Coming Soon

We have a number of upcoming courses that we hope to be offering soon:

- › Advanced Wound Care
- › Manual Handling
- › Equality and Diversity

Terms & Conditions

Booking Procedure

You can request a place on any course by emailing training@haxbygroup.co.uk

Places will be available on a first-come first-served basis. Once we have verified availability and booked your place we will send you an invoice. ***Pre-payment in full is required for all courses.***

Cancellations

If you notify us more than 14 days before the course date you will receive a full refund. Refunds for cancellations with less than 14 days notice shall be at our discretion. Failure to attend without any notice will be non-refundable. A substitute attendee may be nominated without charge.

Where circumstances dictate, Haxby Group reserves the right to alter published programs. In the event of a course being cancelled an alternative date will be offered where possible or a full refund of the course fee will be made. No compensation will be paid for any additional costs incurred.

Course Content

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Content correct to the best of
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Haxby Group Training

ABOUT HAXBY GROUP TRAINING



Who we are

Haxby Group delivers patient care across nine surgeries in Hull & York, and has around 50,000 registered patients. Education is at the heart of Haxby Group and a learning culture has always been central to our multi-professional team, enhanced by becoming an Advanced Training Practice (ATP) 'Hub' in 2009, now known as a 'Primary Care Workforce and Training Hub'. Haxby Group Training coordinates the development and delivery of training activities and courses.

What we do

As a Primary Care Workforce and Training Hub in Humber Coast & Vale we provide training support to a growing network of other local practices. We coordinate local schemes on behalf of Health Education England. This includes aiding practices to develop mentors, offer student placements to nurse undergraduates, employ and train newly qualified Nurses, HCA apprentices, Advanced Clinical Practitioners and Physician Associates.

Currently available schemes that we support in our area are:

➤ Advanced Training Practice Scheme (ATP Scheme) for Student Nurses

- ✓ Offers funding and support for practices to take undergraduate student nurses on placement
- ✓ The aim is to increase access to general practice placements for student nurses, to promote practice nursing as a career and help secure the primary care workforce of the future

➤ HCA Ready Scheme (HCA Apprenticeship Scheme)

- ✓ Offers funding and support for practices to employ and train an Apprentice HCA, including a programme of study days and Level 3 diploma in Healthcare Support
- ✓ Currently coordinated on a cohort basis usually starting around September, information packs for expressions of interest are usually available between April-May

➤ GPN Ready Scheme

- ✓ Offers funding and support for practices to employ and train a newly-qualified nurse or a return-to-practice nurse
- ✓ Coordinated annually, information packs for expressions of interest are usually available between April-May

➤ ACP Ready Scheme

- ✓ Offers funding and support for practices to employ and train an Advanced Clinical Practitioner, including financial support towards education and training over their first two years of employment whilst working towards completing the MSc in Advanced Clinical Practice. Available to practices within Humber, Coast and Vale

➤ PA Ready Scheme

- ✓ Offers funding and support for practices to employ and develop a new Physician Associate over a two year preceptorship period. Available to practices within Humber, Coast and Vale

➤ Coming Soon... Nursing Associate Ready Scheme

Contact us on training@haxbygroup.co.uk for full details and the latest info.

We would be delighted to help you if you are interested in taking advantage of any of the available schemes.



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